

## CERT Communications Plan

# 10. TEAM ACTIVATION AND MOBILIZATION

## 10.1 General

This Plan assumes that CERT Team members and Leaders have been trained and Certified to CERT disciplines

CERT Members shall **Self Activate** to their pre-assigned staging area and not wait for any request to respond.

Activation may occur as a result of a localized news alert, a telephone call out, radio contact or runner warning of mobilized emergency action.

Refer to Figure 1 to familiarize you with the CERT Team Organization and the Communications Flow.

This plan will be supported and supplemented with standardized methods, documented procedures, Operational Aids (Op Aids), Checklists, and Forms for managing CERT activation and deploying CERT in response to a disaster or an emergency.

Procedures will be used for the common understanding, standardization and as a training vehicle for a set of objectives. Procedures shall include checklists for critical documents and instructions to assist CERT Teams. These documents are necessary to comply with the Federal requirements for reimbursement to a City for response and restoration costs for a disaster or an emergency. Procedures shall include checklists for critical documents and instructions to assist CERT Teams. These documents are necessary to comply with the Federal requirements for reimbursement to a City for response and restoration costs for a disaster or an emergency.

The CERT Team Leader or their designate representative(s) are expected to be familiar with ICS (Incident Command System) Forms prior to deploying any personnel to the field. At the conclusion of the incident, all Checklists and completed form copies will be forwarded to the Documentation Unit.

CERT Members and their families shall insure they use safe and careful judgment including the necessary actions to secure their home and family. It is of major importance that members collect and inventory the contents of CERT Pack(s) and Personal Go-Kit(s) prior to responding to the staging area to ensure the necessary equipment and supplies are available.

Designated Team staging areas will be determined in an advance of an emergency. Each staging area should consider access to a cache of water, first aid, tools, radios, neighborhood area maps, and water supplies.

## **CERT Communications Plan**

It is expected that the first member to arrive at a staging area shall recruit three (3) neighbors to assist with the Command Post.

Use CERT neighborhood maps to locate/contact the other members of your Team.

### **10.2 Neighborhood CERT Team Documentation**

There shall be clear instructions for The Team Captain for establishing a Staging Area with a Check-in and Registration Table.

It shall be the responsibility of the Team Captain to recruit local neighborhood residents or available CERT members to staff the registration table to check-in the CERT Team members. Rosters and Contact Cards will be created. Checklists describing necessary information will be made available. All team members we be expected to have their CERT ID Card, CERT Pack and necessary Equipment, Tools, Radios, First Aid Kits.

Registration personnel will interview team candidates for their abilities, desired assignment, and skill levels. CERT Members shall be assigned to functional teams according to their abilities, knowledge, and skills. A member of the team will be selected for assuring Safety of all operations.

Communication Team operators will be formed to staff the staging area radios. Assignment of individuals for the purpose of receiving and transmitting messages is critical. These individuals must posses disciplines of accuracy and neatness. Messages shall not be changed or altered from their initial content. Priority of messages shall be of utmost importance as they may pass emergency or critical information to Assessment Equipment Resources Incident Log.

The CERT Team Leader (or their designate representative) will develop Tactical Call Signs to identify the various CERT Team functional groups (Search & Rescue, Triage, Medical, etc.) deployed during an incident. These Tactical Call Signs are an essential element for the preparation of the Team Incident Radio Communications Plan. Tactical Call Signs may adopt Functional Team identities such as: Search & Rescue, Triage, Medical, etc.

A Logistics Team will be formed to inventory the Neighborhood Cache, if one exists and to handle personnel and equipment for the Team.

A Damage Assessment Team shall be formed to assess damage to the neighborhood infrastructure and structures.

A Search and Rescue Team will be formed to search all structures and the open areas of the neighborhood for victims and individuals needing assistance.

## **CERT Communications Plan**

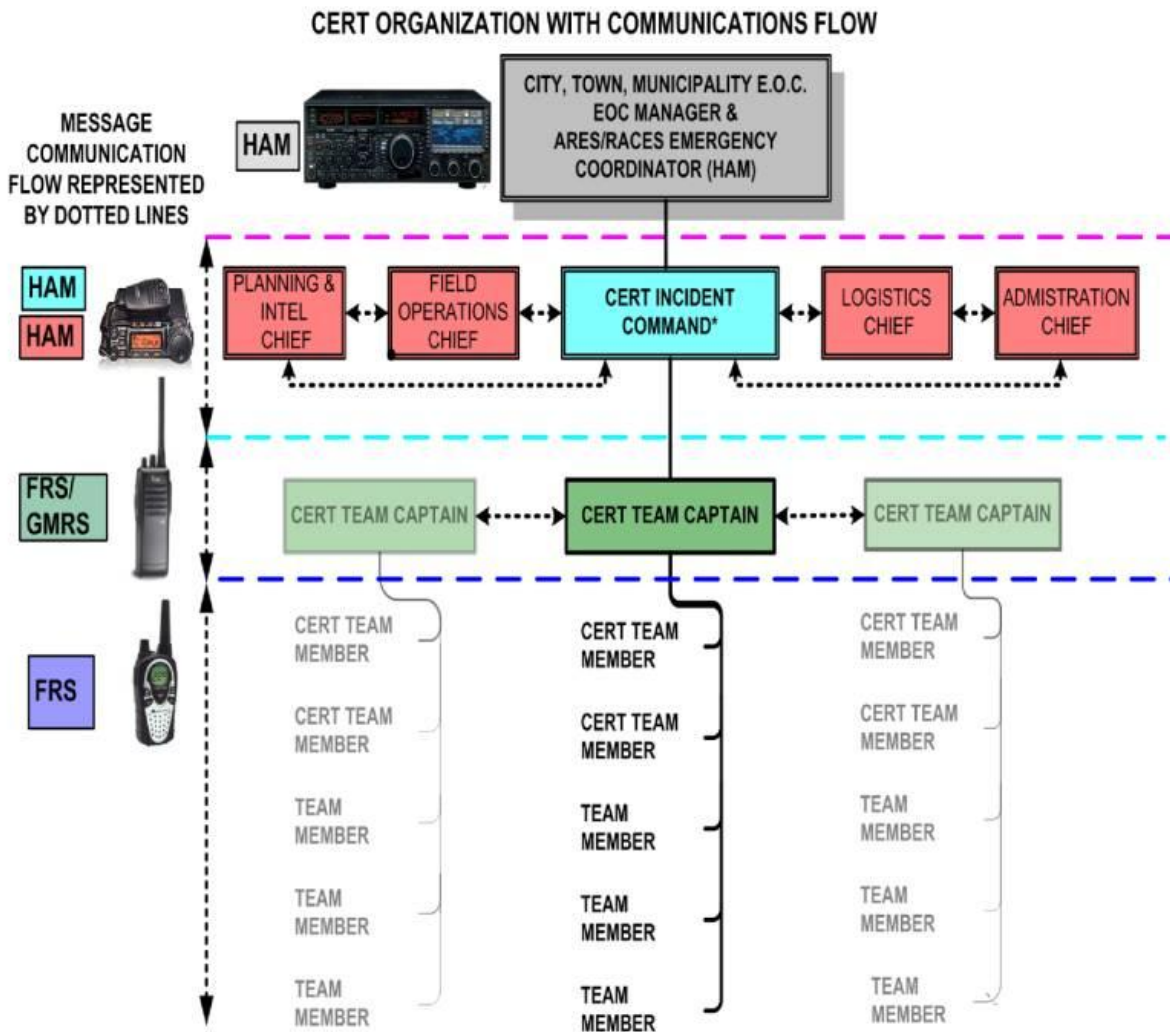
A Medical/Triage Team will be formed to assess and treat injured and deceased victims.

The use of Standard FEMA ICS forms is required and will be integrated at specific introduction prior to dispatching any personnel to the field. Forms will assist with definition of tasks clarification of methods, and processes. Forms will be required to record data important for reimbursement and a record of activation, mobilization and Demobilization actions. Forms document activities that occurred during each operational period and messages sent and received from other Teams, Team Captains, the Incident Commander, Dispatch and the EOC. A supply of these forms must be included in the CERT Packs or caches. Upon completion of all forms, checklists and records, the documents will be hand-carried to the addressee or to the Documentation Unit.

Procedures, Operational Aids, Checklist are recommended for further instructions for completion of forms.

## APPENDICES

Figure 1.



**\* NOTE**

1. CERT INCIDENT COMMAND WILL EXPAND OR CONTRACT DEPENDING ON THE CITY, TOWN, OR MUNICIPALITY SIZE & DEMAND
2. CERT TEAMS CONSIST OF: MEDICAL, TRIAGE, SEARCH & RESCUE, CRIBBING, FIRE SUPPRESSION, SAFETY & COMMUNICATIONS

**ATTACHMENT 1**  
**CERT FRS Channel Allocation**

**CHANNEL ASSIGNMENT**

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<b>FRS1</b>	<b>Emergency contact channel to Command</b>
<b>FRS8</b>	<b>Working Channel for Team Leaders to Command</b>
<b>FRS9</b>	<b>CERT Search and Rescue</b>
<b>FRS10</b>	<b>CERT Medical</b>
<b>FRS11</b>	<b>CERT Triage</b>
<b>FRS12</b>	<b>CERT Ops Intra-team working channels</b>
<b>FRS13</b>	<b>CERT Safety Officer – Rapid Intervention Team</b>
<b>FRS14</b>	<b>CERT Alternate Ops Intra-Team Working Channel</b>

## ATTACHMENT 2

### FRS Net Control Script

The following script may be used by CERT and Amateur Radio operators to begin a Family Radio Service (FRS) net during an emergency or disaster situation. Refer to **CERT Activating, Mobilizing and Demobilizing Procedure** for proper forms and logs use.

***Attention. Attention. Attention. This is [name] net control, calling the Community Emergency Response Team emergency services on [date] at [time]. We will be using Family Radio Service Channel 1 for emergency communication and notification. This is [an actual emergency or drill]. This is a directed net. Please make no transmissions unless called upon by the net control station. Emergency traffic may break into this net at anytime and will be acknowledged by net control. Stand by for important information. [indicate the nature of the emergency and repeat any authoritative information as requested by government agencies].***

***We will now begin taking check-ins of CERT members [list all names or and tactical call if available, and location].***

***We will now accept volunteers to act as assistant net control for Area Coordinators.***

***If you would like to be an assistant net control station, please call now by stating your name or tactical call and location.***

***We will now accept messages for the net. Please state your name, location and any messages that you may have.***

***Are there any announcements, queries, or other business for the net?***

Repeat every 10 minutes, the information on the emergency and remind listeners that the net is in session. This periodic information should be repeated by all assistant net control stations in turn.

***Are there any other messages or announcements for the net?***

***Hearing none, thank you for checking in. This is (name). This net is now closed at (military local time).***